



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Public Service Commission Transportation Rates & Services Division 1001 International Blvd., Suite 1107 Hapeville, Georgia 30354	Application Number 82-602	
Application Number		Date Received DEC 3 1982	Date Completed JAN 19 1983
2. Person to Contact Susan Davis		Working Title Principal Secretary IV	Telephone Number 761-0775
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1938 Latest present 1980		5. Records Series Title (followed by title used in office; if different) Bus Tariffs	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? See attached sheet for description in detail			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: analyzing and reporting to the Commission for its approval in Executive Session, tariffs imposed by passenger and freight carriers for services they provide. Included are: looseleaf binders containing tariffs which describe the services provided and the rates and charges to be applied for these services. File is arranged: Alphabetically by name of bus company.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 1-2 ; Seven to twelve months old 1 ; Thirteen to twenty-four months old seldom ; twenty-five months and older almost never ?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1/4 ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ 0 _____ years.	d. Audit period	_____ 0 _____ years.
b. Statute of limitation	_____ 0 _____ years.	e. Administrative need	<u>30</u> 45 years.
c. Federal law	_____ 0 _____ years.	f. Federal retention instructions	_____ 0 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

When tariff is cancelled, remove from active file and place in inactive file; cut off inactive file at end of each even-numbered calendar year; hold in current files area 3 years; then transfer to local holding area; hold 2 years; then transfer to State Records Center; hold 25 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Horace J. Hazley</i>	<i>12-1-82</i>	<i>W. M. Miller</i>	<i>12/2/82</i>
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>W. M. Miller</i>	<i>12-29-82</i>
		Secretary of State/Designee	Date
		<i>Edward W. Weldon</i>	<i>12/20/82</i>
		Attorney General/Designee	Date
		<i>W. M. Miller</i>	<i>12-22-83</i>